

This account is also where you will see and manage your own Corporate and Withholding tax accounts

Establish account using own FEIN/SSN

Error Message?

Yes

TAP account already exists.

Contact the tax department user to perform the next step.

No

Choose "Add Additional Web Login," and enter the required fields (name, email, phone number, and login name).

Located in the menu bar on the left

Grant access (use "My Profile").

Click "Manage Logons."

Click "Access to My Accounts."

Change the web logon's account access level from the default level of "None" to "File," "Pay," "File and Pay," or "View."

Because Corporate Tax was included in Rollout 1, the TAP account may have already been established. The first person to create a login for an FEIN becomes the "Master User," and will grant rights to all other users.

The new web login user will get an email with their access information almost immediately. The email will be sent from NoReply@dor.ms.gov. That address may need to be added to their recipient list so it does not get caught in an email filter. A user logging in for the first time must set up their own password.

To remove access of an account at a later time, uncheck the "Active" box.

Mark the account as "Active."

New users will click on "Add Access to Existing Account," using the client's FEIN/SSN, Account ID, and Letter ID to get set up to file, pay, and view.

Each client they set up this way is listed under the "Other Taxpayers' Accounts" tab in TAP.